

Monday, January 14, 2019 Regular Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING MINUTES**

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CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY

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Meeting called to order at 7:00 p.m. by Chairperson Adam Covington.

1. ROLL CALL

MEMBERS PRESENT:

Adam Covington, Chairperson
Kerri Pollard, Vice Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Maura Hynes
Dan Johnson
Frank Yaquinto

MEMBERS ABSENT:

Robert Parent
Brent Rieli

OTHERS PRESENT:

Paul Sincock, City Manager
Tony Bruscato, DDA Operations Director
Sam Plymale, DDA Coordinator

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2. CITIZEN COMMENTS:

Resident Dave Rucinski asked for a status update on the Kellogg Park Fountain project.

3. BOARD COMMENTS:

Chairman Covington thanked the DDA Board and DDA Staff for the support after the passing of his grandmother. Chairman Covington said that DDA Staff will now provide weekly updates to the Board via email and will survey business owners after events.

Vice Chair Pollard said that Ice Festival had great organization and marketing.

Mayor Wolcott said that Saturday was the busiest he's ever seen Plymouth during an Ice Festival weekend.

Director Yaquinto said this was the best Ice Festival in 20 years.

Director Elliott said that Ice Festival organizer James Gietzen understands Plymouth better than another festival organizer and it shows with his inclusion of the business community. Elliott said she is very appreciative of the job Gietzen and his staff did during this year's Ice Festival.

4. APPROVAL OF AGENDA:

A motion was made by Mayor Wolcott and seconded by Director Pollard to approve the 1-14-2019 Regular Meeting Agenda.

MOTION PASSED 7-0.

5. APPROVAL OF MINUTES:

A motion was made by Mayor Wolcott and seconded by Director Johnson to approve the 12-10-2018 Regular Meeting Minutes.

MOTION PASSED 7-0.

6. OLD BUSINESS NONE

7. NEW BUSINESS

a. Election of Officers

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R E S O L U T I O N

The following resolution was offered by Director Elliot and seconded by Director Yaquinto.

WHEREAS The Downtown Development Authority Board of Directors has established the office of Chairman, and

WHEREAS At the January regular meeting officers are elected to serve a term of one calendar year,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors appoints Adam Covington as Chairperson for the 2019 calendar year.

MOTION PASSED 7-0

R E S O L U T I O N

The following resolution was offered by Director Yaquinto and seconded by Director Elliott.

WHEREAS The Downtown Development Authority Board of Directors has established the office of Vice-Chairperson, and

WHEREAS At the January regular meeting officers are elected to serve a term of one calendar year,

NOW THEREFORE BE IT RESOLVED THAT the City of Plymouth Downtown Development Authority Board of Directors appoints Kerri Pollard as the Vice-Chairperson for the 2019 calendar year.

MOTION PASSED 7-0

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8. REPORTS AND CORRESPONDENCE

a. 2018 Website Review

DDA Coordinator Sam Plymale gave the DDA Board an analytics report on www.downtownplymouth.org.

b. Saxton's Expenditure Report

DDA Operations Director Tony Bruscato updated the DDA Board on Saxton's Expenditures. Bruscato said that staff was looking to move the fence to add 10 or so spaces. Bruscato also said that a new tenant would be moving into the space at 583 W. Ann Arbor Tr. on February 1.

c. Strategic Plan Update

DDA Operations Director Tony Bruscato updated the Board on items relating to the DDA Strategic Plan.

Mayor Wolcott said that he and City Administration will meet with the Wilcox Foundation in January to determine next steps for the fountain project.

Chairman Covington said that he will be looking to reboot the Parking Subcommittee in coming months.

9. ADJOURNMENT

Director Johnson made a motion seconded by Mayor Wolcott to adjourn the DDA Regular Meeting.

MOTION PASSED 7-0

Meeting adjourned at 7:35 p.m.